ARIZONA STATE
LIBRARY, ARCHIVES AND PUBLIC RECORDS
A DIVISION OF THE ARIZONA SECRETARY OF STATE

Joan Clark, State Librarian & Director

ARCHIVES AND RECORDS MANAGEMENT

NOTICE OF AGENCY RECORDS OFFICER

Pursuant to ARS § 41-151-14 the head of each state and local agency shall designate an individual to be the Records Officer Liaison (RO) to the State Library every other year. The Records Officer must be at a level of management sufficient to direct the records management program in an efficient and effective manner, and shall act as coordinator and liaison for the agency with the State Library.

Instructions: Fill out this form to notify the State Library of an addition, deletion, or change of the Records Officer, or to update the Records Officer contact information. Return the signed form to the address below.

ACTION:
☑ Add as RO ☐ Remove as RO ☐ Update contact information

Agency: Arizona Secretary of State	Division, Department or Unit Name: Department of State
Records Officer's Name: Ted Hale	Title: Director, State Archives and Records Management
Mailing Address: 1901 W. Madison St. Phoenix, Az 85009	
E-mail Address: thale@azlibrary.gov	
Phone Number: (602) 926-3736	Fax Number:
Does the Records Officer have authority to set policy or procedure? ☑ Yes ☐ No	

I designate the above individual as Records Officer for AzSOS
Agency/Public Body title

Head of Agency or Designee (type or print): Lee Miller

Title (type or print): DEPUTY SECRETARY OF STATE

Signed (Head of Agency or Designee):

Date: 6/20/2017

For Records Management Use only:

☐	RM E-mail Distribution List	Date:	Initials:
☐	RM Database		

RECORDS MANAGEMENT CENTER
1919 West Jefferson Street • Phoenix, Arizona 85009 • Home Page: http://www.azlibrary.gov/records
Phone: (602) 926-3815 • FAX: (602) 256-2838 • E-Mail: rmd@azlibrary.gov
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